**AstroBoost – Supervised Display Stand – Risk Assessment**

**Activity outline:**

Display and presentation of materials at a supervised drop-in display stand. This risk assessment is very general and individual items/activities should be assessed to ensure additional risks do not exist beyond the scope of this document. Note that likelihood and risk ratings are provided blank – these need to be completed considering what is present on the stand, the type of venue, the staffing and other variable factors.

**Version:**

Original pro-forma as supplied by RAS, this is not a complete document and should be amended as required for each context. You may wish to develop different versions (eg indoor vs outdoor) to avoid this document becoming long and difficult to read. You can change the format, remove the branding, edit as you choose, but you must keep written copies of adequate risk assessments for any activity delivered within the AstroBoost project. Control measures should all be necessary, and practical to be followed at all times.

**This document version is a pro-forma risk assessment provided as a starting point for your own assessment**

The Royal Astronomical Society is unable to offer a thorough risk assessment that would apply for any delivery team in any situation, and therefore this document is intended only as a starting point for any organisation preparing to delivery the activities, to help speed the process and reduce the chance of unidentified risks.

The person responsible for H&S at each event should:

1. Review whether any changes are necessary for that specific event (eg due to differing experience of delivery staff, unusual audiences, venue or weather)
2. Ensure everyone involved in delivery of the activity has read, understood and agreed to follow the control measures in the risk assessment
3. Update the risk assessment after the event in light of any newly-identified risks, near misses or accidents that occurred during delivery
4. Inform the Royal Astronomical Society if any additional risk rated 10 or higher is identified where this risk is not specific to an unusual audience/venue

Name of organisation:

Name of person signing off this version of the risk assessment:

Date of sign-off: Date for review:

**AstroBoost – Supervised Display Stand – Risk Assessment**

Risk: 1 = trivial; 2 = minor; 3 = requiring time off work; 4 = long term injury; 5 = death

Likelihood: 1 = rare; 2 = unlikely; 3 = occasional; 4 = regular; 5 = frequent

Risk rating: Gives a quick guide to which risks should be subject to tighter control measures. Ratings of 12 or higher are unacceptable under any circumstance.

**General items:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object/activity (the hazard) | Who might be harmed, and how? | Control measures (protocols you will follow to reduce the risk) | Risk (worst possible harm) | Likelihood | Risk rating |
| Venue as presented on arrival | Various. For example:  Uneven floor – slips  Clutter – tripping / cuts  Objects badly secured at height | On arrival, visually check the room for any hazards over those addressed on this risk assessment. Identify required control measures. If the room is unsafe for audience or presenter, do not proceed. | 5 | 2 | 10 |
| The Sun | All.  Looking directly at the Sun with the naked eye. Brief exposure. Damage to retina. | Warn people not to look directly at the Sun if they appear about to do this / are doing this. For activities known to have heightened risk, give a warning before starting the activity. | 2 | 3 | 6 |
| Electrical supply | All. Electric shock. | Do not use damaged sockets. If outside, ensure the supply is appropriate for outdoor use. | 5 | 2 | 10 |
| All electrical items | All, but especially the presenter.  Electric shock. | Visual check of cables and electrical items. Do not use if damaged.  Items connected to the mains supply must be off-the-shelf undamaged/adapted electronics, or have been PAT tested. | 5 | 2 | 10 |
| All electrical cables | All, but especially the presenter.  Tripping, falling, hitting head. | Tuck all cables out of the way or use cable cover. Use extension leads where required. | 5 | 2 | 10 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objects with sharp edges | All. Cuts to skin and eyes. | Require separate risk assessment, with the exception of blunt-ended scissors where the only control measure is to ensure children under 5yr cannot take these for unsupervised use (must be out of reach, or supervised). | 3 | 2 | 6 |
| Objects that may develop sharp edges through wear / damage  (including all glass, wood and hard-plastic items) | All. Cuts to skin and eyes. | Objects to be checked for damage while setting out or after any knocks/falls (check also for fragments).  Presenter to assess the risk if sharp areas develop. Small sharp areas may in some circumstances be assessed as safe to use for people over 5yr who have been shown the risk before holding it.  Sharp areas should be taped or otherwise covered at the earliest opportunity. | 3 | 1 | 3 |
| Heavy objects | All.  Dropping onto foot or onto small child.  Back injury.  Brandished, striking person. Bruising, loss of eye. | Heavy objects not to be held over small children!  Presenter to dynamically assess risk if offering / passing object heavy enough to injure if dropped.  Presenters to have basic instruction in lifting kit boxes, including lifting from knees and not to strain back.  Presenter to stop anyone from uncontrolled/dangerous brandishing of objects that may cause harm. | 5  3  4 | 1  3  1 | 5  9  4 |
| Any object that would fit inside a cylinder 32mm wide and 58mm long. | Children, especially those under 3yr.  Potential choke hazard. Choking, death. | Not including objects that have been tested using a choke tester and deemed not to be a hazard.  Objects to be supervised, kept in containers or otherwise out of reach of children under 3yr. | 5 | 2 | 10 |
| Objects placed on the floor | All.  Trip/slip hazard. Strike head, death. | Objects that are not part of the activity should be packed under/on a table or against a wall.  In assessing risk, consider the visually impaired, and that young children may run without paying attention.  Objects not to be placed on the floor in areas where people are walking unless highly visible and/or carefully supervised. Such instances to be separately assessed with appropriate control measures. Ideally the area should be barriered off with a clear entrance. | 5 | 2 | 10 |

**AstroBoost activity – Supervised Display Stand – RA sign off**

This activity will be delivered many times. Although some risks are unlikely, anything that can happen *will* happen eventually. By following the control measures, the overall risk for long-term delivery over multiple events with multiple presenters is reduced to an acceptable level. When accidents doinevitably happen, it can be demonstrated that risks had been identified and managed appropriately.

If you feel any measures are not necessary, or are not being followed in practice, please check with the event leader to discuss the removal or amendment of that item.

Please sign below to confirm that you have read and understood the risk assessment and that you will follow the control measures as directed by this document.

|  |  |  |
| --- | --- | --- |
| **Name (print clearly)** | **Signature** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |